



24 JANUARY 2001

Operations

**DETERMINING LOGISTIC SUPPORT AND
READINESS REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>.

OPR: HQ AIA/LGX (Ms. Rose M. Wilkinson)

Certified by: HQ AIA/LGX
(Lt Col Delores H. Harris)

Supersedes AFI 10-602/AIA SUP 1,
30 April 1999.

Pages: 12
Distribution: F

AFI 10-602, *Determining Logistics Support and Readiness Requirements*, 20 June 1994, is supplemented as follows: It prescribes HQ Air Intelligence Agency (AIA) policy for implementing and managing Acquisition Logistics Support (ALS) requirements and defines conditions for applying the ALS process to all systems, equipment and modifications for life cycle sustainment. This supplement describes the ALS interface between AIA, the National Security Agency (NSA), Defense Intelligence Agency (DIA), and Air Force Materiel Command (AFMC) for acquisition and sustainment of systems. This supplement applies to all AIA staff elements, centers and activities. It does not apply to AIA-gained Air National Guard or Reserve units.

SUMMARY OF REVISIONS

This revision incorporates AFI 21-116, *Maintenance Management of Communications-Electronics*, and NSA/CSS Regulation 10-67, *Acquisition and Management of Small Computer Assets*, as directive instructions and, or regulations for determining support methods for new or modified equipment and, or systems deployed to AIA sites. The revision also updates or redefines logistics responsibilities.

1.3. (Added) HQ AIA and its subordinate units perform acquisition and sustainment planning for strategic, tactical and treaty monitoring missions for NSA, DIA, AFMC, and other federal and international agencies.

1.4. (Added) Logistics support planning for HQ AIA will follow AFI 21-116, *Maintenance Management of Communications-Electronics*, and AFI 33-102, *C4I Capabilities Planning Process*.

1.5. (Added) NSA acquired systems logistics planning will follow NSA/Central Security Service (NSA/CSS) Circular 80-7, *Acquisition Logistics Management*; NSA/CSS Circular 80-17, *System Test, Evaluation and Transition*; NSA/CSS Regulation 10-67, *Acquisition and Management of Small Computer Assets of NSA/CSS*; and, NSA /CSS Circular 5000, *Acquisition Management*.

2.2.2. (Added) Plans and Programs Division (HQ AIA/LGX):

2.2.2.1. Provides ALS planning policy and management guidance.

2.2.2.2. Serves as ALS Managers (ALSM) for ground, airborne, information warfare, national and space systems; and, establishes ALS Management Teams (ALSMT) as applicable, consisting of multi-discipline personnel, for all systems.

2.2.2.3. Resolves ALS issues impacting policy guidelines to the advantage of achieving lower life cycle costs and higher efficiencies.

2.2.2.4. Serves as the Director of Logistics (HQ AIA/LG) ALS manager for all other agency validated requirements (that is AF Form 89, **Potential Requirement**; AF Form 3215, **C4 Systems Requirements Document (CSRD)**; etceteras).

2.2.2.5. Serves as the HQ AIA point of contact for computer aided acquisition logistics support.

2.2.2.6. Serves as the HQ AIA ALS advocate for the General Defense Intelligence Program (GDIP), Air Force Program Objective Memorandum (POM) Program, Defense Cryptologic Program (DCP), National Imagery and Mapping Agency Program (NIMAP) and Consolidated Cryptologic Program (CCP) requirements build.

2.2.2.7. Ensures logistics environmental compliance and concerns are addressed in ALS planning.

2.2.2.8. Serves as the alternate LG representative on the HQ AIA Program Review Panel.

2.2.2.9. Is the single point of contact for coordination and final approval for ALS Plans (ALSPs), Logistics Support Plans (LSPs) and Life Cycle Support Plans (LCSPs) for all HQ AIA fielded systems.

2.2.2.10. Maintains and publishes an HQ AIA ALSP/LCSP/LSP master file index and ensures distribution of ALSP/LCSP/LSP to all HQ AIA sites or system user activities, as required.

2.2.2.11. Serves on the HQ AIA Configuration Control Board (CCB) and other appropriate CCBs external to AIA (that is ACC, AFMC, NSA). Reviews and coordinates on all AIA Enterprise Solutions waiver and modification requests submitted through AIA/DOX by AIA organizations.

2.2.2.12. Provides HQ AIA staff offices involved in the procurement of systems or equipment with tailored ALS, as required.

2.2.2.13. Ensures acquisition planning documents such as: Acquisition Program Baseline (APB); Mission Need Statement (MNS); Program Management Directive (PMD); Operational Requirement Document (ORD); Command, Control, Computers, and Intelligence Support Plans (C4ISP); Configuration Management (CM) Plan; Site Preparation Requirements and Installation Plan (SPRIP); and, Test and Evaluation Master Plan (TEMP) address the need for logistics support.

2.2.2.14. Establishes logistics policy for specialized QRC, POC, RA, ACTD or R&D fielded projects (see attachments 11 and 12).

2.2.2.15. Establishes and chairs HQ AIA ALSMT consisting of multi-functional managers (that is, comm-computer, operations, training, maintenance, supply, etcetera).

2.2.2.16. Reviews and negotiates all logistics test policy and procedures for systems to be deployed to AIA sites.

2.2.2.17. Serves as the single HQ AIA ALS point of contact for Integrated Weapon System Management (IWSM) policy for ground, airborne, C4, information warfare, national and space systems.

2.2.2.18. Participates on Integrated Product/Process Development (IPPD) Teams as required, in support of Integrated Product Development.

2.2.2.19. Participates and coordinates ALS requirements with AFMC consistent with agreements established in the IWSM concept of operations (CONOPS) for the Cryptologic Programs Product Group.

2.2.3. (Added) For all NSA projects fielded to HQ AIA activities, HQ AIA/LGX:

2.2.3.1. Coordinates and distributes ALS Requirements (ALSR) and minutes to HQ AIA functional managers.

2.2.3.2. Serves as the HQ AIA point of contact on the NSA ALS Advisory Group (ALSAG) to develop NSA/Tri-Service Cryptologic Element (SCE) ALS cryptologic policy.

2.2.3.3. Provides technical support to HQ AIA/LG on Tri-Service Logistics Chief Conference issues.

2.2.4. (Added) AIA wings, centers, groups, and the Air Force Cryptologic Office (AFCO), where applicable:

2.2.4.1. Provide HQ AIA/LGX a single point of contact for ALS management.

2.2.4.2. Participate when required as a member to AFMC IPTs to advocate and provide user logistics and sustainment requirements for systems projected to be deployed or installed within their activity, wing, group or center.

2.2.4.3. Establish a tailored logistics support analysis process for non-PMD, locally procured, mission support (AIA Fm 89), CSRD and modified equipment and, or systems, including commercial off-the-shelf (COTS) automatic data processing equipment.

2.2.4.4. Furnish HQ AIA/LGX with a copy of instructions for planning ALS.

2.2.4.5. Improve system sustainability, reliability, maintainability and supportability.

2.2.4.5.1. Plan for the optimum use of COTS hardware and software.

2.2.4.5.2. Update all maintenance concepts on a three year cycle or as required.

2.2.4.5.3. Insert new and proven technology into system requirements for enhanced supportability.

2.2.4.6. Ensure specialized QRC, POC, RA, ACTD and R&D procedures are validated when mission requirements dictate.

2.2.4.7. Ensure streamlined logistics support concepts are considered for acquisitions and sustainment activities.

2.2.4.8. Include HQ AIA/LGX as an addressee on system ALS planning messages.

2.2.4.9. Provide HQ AIA/LGX minutes of all acquisition-related meetings.

2.2.4.10. Ensure an ALSP, LCSP or LSP is developed and maintained for all projects and systems within the organization's area of management.

2.2.4.11. Establish procedures to track ALS deficiencies at initial operational capability on behalf of HQ AIA/LGX.

2.2.4.12. Ensure HQ AIA/LGX, wings and groups are included on system ALS planning messages and are provided minutes of all acquisition and planning meetings.

2.2.4.13. Provide staff offices involved in the procurement of systems and equipment with tailored ALS, as required.

2.2.4.14. Review testing procedures relating to logistics for systems to be deployed to AIA sites.

2.2.4.15. Participate as required in operational testing and evaluation or equivalent test to assess operational logistics suitability relative to system commissioning.

2.2.4.16. Participate as required in CCB meetings with a focus on ALS issues.

2.2.4.17. Ensure acquisition planning documents such as: APB, MNS, PMD, ORD, C41SP, CM Plan, SPRIP and TEMP address the need for logistics support.

2.2.5. (Added) AFCO:

2.2.5.1. Represents HQ AIA/LGX as the ALS focal point for implementing HQ LG policy for all NSA/CSS SIGINT systems fielded to HQ AIA sites.

2.2.5.2. Represents HQ AIA/LGX as the ALIPT representative for NSA acquired systems fielded to AF SIGINT sites.

2.2.5.3. Coordinates, schedules and participates in all pre-ALSR meetings between AFCO, wings, groups, and HQ AIA concerning NSA developed systems.

2.2.5.4. Participates in NSA/SCE ALSAG meetings as requested by HQ AIA/LGX.

2.2.5.5. Works with HQ AIA/LGMY to ensure NSA/CSS Position Equipment Indicators (POEIs) are assigned for all positions in systems scheduled for deployment or installation to AIA sites.

2.2.5.6. Works with HQ AIA/LGMY to ensure United States Signals Intelligence Directive (USSID) 3000 changes are submitted for all positions projected to be installed in AIA sites.

2.2.5.7. Ensures site surveys are identified as a requirement at the NSA ALIPTs for each system scheduled to be fielded to an AIA site.

2.2.5.8. Ensures System Commissioning Reports (SCR) are identified as a requirement at the NSA ALIPTs for each system scheduled to be fielded to an AIA site.

2.2.5.9. Participates in the NSA/SCE Tri-Service Logistics Chief Conference meetings as required by HQ AIA/LGX.

2.2.5.10. Participates as required in the NSA Enterprise Solutions (NES) CCB.

2.2.6. (Added) Field Site Commanders:

2.2.6.1. Review logistics requirements for incoming systems. Ensure systems interface requirements; proper utilization of power; backup power; heating, ventilation and air conditioning requirements; rack cooling; and floor space utilization have been adequately addressed and documented (normally done via site survey).

2.2.6.2. Review all pertinent information from the unit's logistics requirements review, system information provided by the developer, documented experience by other units with the same system and an analysis of mission need for the site to determine whether or not to accept a system. If the system is accepted with deficiencies or exceptions, they should be noted on the Initial Operational Capability (IOC) message, Memorandum of Understanding (MOU), System Commissioning Report (SCR) and AF Form 1261, C4 Systems Acceptance Certificate. The IOC message will be distributed to Headquarters staff offices,

Wing, Group, and Center as applicable. The IOC message, MOU, SCR, and AF 1261 will outline the results of the logistics supportability assessments, list deficiencies, and establish timetables and responsibility for resolution (see Figure A11.1 and Figure A12.1 for sample message and MOU formats).

Atch 1 (Added) Section A--References

AFI 21-116, *Maintenance Management of Communications-Electronics*. Provides a basis in selecting the logistics support method that offers the greatest benefit from a cost and mission standpoint.

AFI 33-102, *Command, Control, Communications, Computers and Intelligence (C4I) Capabilities Planning Process*. Establishes the management process for Air Force command, control, communications, computers, and intelligence (C4I) capability planning efforts. It provides the guidance in applying policy, standards, and resources to the processes used to develop and maintain capability planning for C4I systems.

NSA/CSS Regulation 10-67, *Acquisition and Management of Small Computer Assets of NSA/CSS*. Prescribes policy, assigns organizational and positional responsibility, and institutes accountability for the acquisition, deployment, and management of small computer assets in NSA/CSS.

NSA/CSS Circular 80-7, *Acquisition Logistics Management*. This document implements the NSA/CSS acquisition logistics management requirements and the NSA/CSS process for planning and providing acquisition logistics as described by DOD Directive 5000.1 and DOD Regulation 5000.2-R and implemented by NSA/CSS Circular 5000.

NSA/CSS Regulation 80-14, *Configuration Management*. Implements Configuration Management for SIGINT and Telecommunication systems hardware and software.

NSA/CSS Circular 80-17, *System Test Evaluation and Transition*. Implements the Test and Evaluation (T&E), principles in a manner consistent with NSA/CSS system acquisition management process.

NSA/CSS Circular 80-18, *Modification Work Orders/Software Upgrade Description Documents*. Provides guidance for Modification Work Orders (MWOs) and Software Upgrade Description Documents (SUDDs) required for modification of systems and equipment in the operational inventory.

NSA/CSS Circular 5000, *Acquisition Management*. This document establishes basic objectives, policies, procedures, and responsibilities for systems acquisition management.

(Added) Section B--Abbreviations and Acronyms

| | |
|-------------|--|
| AFCO | Air Force Cryptologic Office |
| HQ AIA | Headquarters Air Intelligence Agency |
| HQ AIA/LG | Headquarters Air Intelligence Agency, Directorate of Logistics |
| HQ AIA/LGX | Headquarters Air Intelligence Agency, Plans and Programs Division |
| HQ AIA/LGMY | Headquarters Air Intelligence Agency, Integrated Electronic Systems Branch |

(Added) Section C--Terms

Advance Concept Technology Demonstration (ACTD)—New category of advanced technology demonstration (ATD). Objectives are to gain understanding of and evaluate military utility before committing to acquisition; develop corresponding concepts of operation and doctrine; and rapidly provide

operational capability. Variation of "fieldable prototype". Funding is programmed to support 2 years in the field.

Acquisition—The conceptualization, initiation, design, development, test, contracting, production, development, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in or in support of military mission.

Acquisition Logistics—The process of systematically identifying and assessing logistics alternatives, analyzing and solving logistics deficiencies, and managing integrated logistic support throughout the acquisition process.

Acquisition Logistics Integrated Product Team (ALIPT)—A team chaired by the Acquisition Logistics Manager to baseline the acquisition logistics strategy and select logistics support requirements.

Acquisition Logistics Support Plan (ALSP) or Life Cycle Support Plan (LCSP)—The document that describes the major activities, which must be performed to implement a support, program in satisfaction of the system support requirements. It is organized around each of the ten integrated logistics support elements. Written by the implementing agency (Ref: AFI 63-106).

Acquisition Logistics Support Requirements (ALSR)—The process to select and document the minimum level of deliverables required to support a system.

Concept of Operations (CONOP)—a) A brief description from the user's perspective of the operation and flow of work through the proposed system, including interaction with other systems.

b) A document that describes the integration objectives, tasks, events, schedules and approach for evolving a single manager organization.

Configuration Control Board (CCB)—A board composed of technical and administrative representatives who approve or disapprove proposed engineering changes to an approved configuration baseline. Configuration baselines are established and used to control transition from one phase of a configuration item's life cycle to another.

Integrated Weapon System Management (IWSM)—A management concept created to consolidate responsibility for managing all facets of the development, production, modification, support, and retirement of a system under a single manager.

Logistics—The science of planning and carrying out the movement and maintenance of forces. In its most comprehensive sense, those aspects of military operations which deal with design, development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of material.

Logistics Support Plan (LSP)—Identifies specific logistics requirements and tasking necessary to maintain the operational capability of C4 systems. Generally written by the using command.

Mission Need Statement (MNS)—The MNS is the process used to define, describe, and justify a mission need to satisfy a capability deficiency or exploit a technological opportunity to provide new capabilities, reduce ownership cost, or improve the effectiveness of current equipment and systems.

Operational Requirements Document (ORD)—The ORD is a formatted statement containing performance and related operational parameters for the proposed concept or system.

Operational Suitability—The degree to which a system can be placed in field use with consideration being given to availability, compatibility, transportability, interpretability, reliability, wartime usage

rates, maintainability, safety, human factors, manpower supportability, logistic supportability, natural environmental effects and impacts, documentation, and training requirements.

Operational Acceptance Test and Evaluation (OAT&E)—The test and evaluation conducted jointly by the sponsor, user and supporter (and developer as requested) in an operational environment. The purpose is to estimate the system's potential operational effectiveness and suitability; identify system deficiencies; render decision as to the acceptability of a system for operations and support; and transfer system operational and specified support responsibilities to the site to achieve initial operational capability.

Operational Test and Evaluation (OT&E)—The field test, under realistic conditions, of any item (or key component) of weapons, systems, equipment, or munitions. The purpose an OT&E is to determine the effectiveness and suitability of weapons, systems, equipment, or munitions for use in combat by typical military users; and to evaluate the results of such tests.

Proof of Concept (POC), Risk Assessment (RA), or Research and Development (R&D)—Research or exploratory system to determine if a concept will operationally function.

Program Management Directive (PMD)—The official Air Force document used to direct acquisition responsibilities to the appropriate Air Force major commands, agencies, program executive office or designated acquisition commander.

Quick Reaction Capability (QRC)—Any system or equipment that will or must be deployed (dictated by mission requirements) in a period of time that does not allow for routine planning, budgeting, and procurement. Deployment may occur with less than a complete support package. However, special provisions shall be made to effect life-cycle support.

Service Cryptologic Element (SCE)—That element of the U.S. Army, Navy and Air Force that performs cryptologic functions. The term applies, separately or together, to the cryptologic staffs and functional portions of the U.S. Military Services, their subordinate elements, and integral cryptologic elements of military tactical or combat commands.

Attachment 11 (Added)**QUICK REACTION CAPABILITY PROCEDURES**

A11.1. Purpose. The quick reaction capability procedures prescribes a variation to the standard acquisition logistics management process for those systems and, or equipment which have critically short delivery schedules. It applies specifically to QRC requirements submitted out-of-cycle, to include Engineering Change Proposal (ECP) QRCs. QRC deployments to AIA field sites may occur with less than a complete support package, however, special provisions will be made to effect initial support requirements. Planning must be in place and documented in a MOU to determine how the QRC capability will be supported during its QRC status. No system should remain in a QRC status beyond six months of initial deployment. The approval of QRC for a permanent installation will require life cycle support planning according to AF Instructions. For SIGINT systems, NSA/CSS Cir 80-7 will apply. Deviation from this policy must be approved by HQ AIA/LG.

A11.2. QRC Notification. The authoritative wing or center will notify the site as soon as possible when a QRC is scheduled for deployment. Information copies to HQ AIA/DO/XP/LG are also required. The site will refer any organization attempting to install a QRC without prior coordination to the authoritative wing or center with information copies to HQ AIA/DO/XP/LG.

A11.3. QRC Minimum Logistics Support Requirements. When the decision is made to deploy a QRC to an AIA site, the authoritative wing or center must provide or ensure that the acquisition organization provides the site with the following documentation and deliverables:

A11.3.1. Project or System Name--to include:

A11.3.1.1. For SIGINT activities, temporary Position Equipment Indicator (POEI) with a complete list of equipment items and lowest replaceable units

A11.3.1.2. For non-SIGINT activities, equipment nomenclatures or appropriate identifiers for authorization purposes

A11.3.2. CONOPS - to include draft copy of tasking for Intercept Tasking Database (ITDB) or applicable document.

A11.3.3. System Security Plan (if classified) - to include accreditation details.

A11.3.4. Interim Logistics Support Plan - to include equipment maintenance concepts, sparing, training, repair or return procedures and points of contact.

A11.4. QRC Acceptance. At time of installation, the acquisition organization or sponsoring agency must provide the site with a MOU in message format (see paragraph A11.6) with information copies to Headquarters staff offices, wing, group, or center (as applicable), to document at a minimum:

A11.4.1. Mission or Signal of Interest/Data to be Collected

A11.4.2. Mutually agreed placement of system/equipment on the operational floor (verify availability of space, power, air conditioning, etc.)

A11.4.3. Confirmed "QRC status" cut off date

A11.4.4. Milestones for effecting formal life cycle support requirements

A11.4.5. Deficiencies at time of deployment, office of primary responsibility, resolution plan, and anticipated date for closure

A11.4.6. Acquisition agency's and site's acceptance of risk associated with extended downtimes due to lack of formal support deliverables, such as training, spares, technical documentation, etc.

A11.5. QRC Deficiency Tracking. The authoritative wing or center is responsible for assisting the site in tracking and resolving documented discrepancies by the suspense dates established in the MOU.

A11.6. Message Format. To document the MOU and transmit findings, results and overall evaluation of the QRC logistics assessment, the following format should be used:

Figure A11.1. QRC Message Format.

FM (UNIT CC)

TO (Acquisition Agency or Sponsoring Agency)

INFO AIA//DO/XP/LG/DP//

(Wing/Group/Center - as applicable)

(Supporting Organization; i.e. CPSG, SM-ALC, etc.)

SUBJ: MEMORANDUM OF UNDERSTANDING (MOU) - (System Name) QUICK REACTION CAPABILITY AGREEMENT

REF: (Applicable AF or NSA documents) AND AIA SUPPLEMENT TO AFI 10-602, ANNEX A.

1. THIS MESSAGE RECORDS THE AGREEMENTS REACHED BETWEEN THE (Acquisition Agency or Sponsoring Agency) AND THE (Site) RELATING TO THE DEPLOYMENT OF (System's Name) AS A QUICK REACTION CAPABILITY (QRC). THE FOLLOWING APPLIES:

A. EXECUTIVE OVERVIEW: (Provide brief system description and, or overview)

B. TASKING:

C. DATE INSTALLED:

D. DURATION OF QRC STATUS:

E. POEI OR EQUIPMENT NOMENCLATURE

2. DEPLOYMENT: (Provide a brief assessment of each item listed below. If applicable, include impact on system, OPR for resolution, suspense date.)

A. TEAM COMPOSITION

B. SYSTEM INSTALLATION/PLACEMENT

C. TESTING RESULTS

D. INTERIM LOGISTICS SUPPORT PLAN

E. TRAINING (OPERATOR/MAINTENANCE AND, OR SYSTEM ADMINISTRATOR)

F. CONFIGURATION/DRAWING AUDIT

G. SPARES AUDIT

H. DOCUMENTATION AUDIT

3. SITE RESPONSIBILITIES/AGREEMENTS: (Provide summary of acceptance of risks and agreements reached for system operation and maintenance during the interim and, or QRC deployment.)

A. OPERATIONS:

B. MAINTENANCE:

4. AGENCY RESPONSIBILITIES AND, OR AGREEMENT: (Provide summary of agreements reach, i.e. formal life cycle support milestones, acceptance of risks, etc.)

5. OTHER COMMENTS: (Provide additional comments, as required, in reference to the overall operation and support of the system.)

POINTS OF CONTACT: (Provide name, telephone number, e-mail address of individual preparing message and indicated who has coordinated.)

Attachment 12 (Added)**PROOF OF CONCEPT, RISK ASSESMENT, ADVANCED CONCEPT TECHNOLOGY DEMONSTRATION, AND RESEARCH AND DEVELOPMENT PROCEDURES**

A12.1. Propose. This Annex prescribes a variation to the standard acquisition logistics management process for those systems deployed to field sites to determine if a concept will operationally function. It applies to POC, RA, ACTD, and R&D requirements, hereinafter called POCs, which allows developers to better understand operational and maintenance environments while facilitating users needs. An acquisition agency or sponsoring agency may deploy POCs to AIA field sites with special provisions made to effect initial support requirements. Planning must be put in place to determine how the POC will be supported during its research and development phase. No system and, or equipment should remain in a POC status beyond six months of initial deployment or mutually agreed to date. The intent of this policy is two fold: that sites cooperate with developers to allow new technology to be tested in an operational environment; and, that developers limit the burden of POCs on operational sites. In addition to the procedures below, understanding, cooperation and communication between the operational and developmental communities is needed for this policy to be effective.

A12.2. POC Notification. The site in coordination with the acquisition and developing activity or sponsoring agency has complete control of all incoming POC installations to their organization. Sites will ensure that the authoritative wing, center and Director of Operations (HQ AIA/DO), Director of Plans and Requirements (HQ AIA/XP) and Director of Logistics (HQ AIA/LG) are informed, via message, of scheduled POC installations. Developing Activity or Sponsoring Agency should also notify all concerned when the decision is made to deploy a POC to an AIA site.

A12.3. POC Responsibility. It is the acquisition activity or sponsoring agency's responsibility to support the systems until deactivation or deinstallation. Under no circumstances should a site agree to an extended deployment schedule once the initial six months or agreed to date has expired without first coordinating the requirement, via message, through appropriate Headquarters staff offices, wing, group or center (as applicable).

A12.4. POC Delivery and, or Acceptance. The system acquisition agency, sponsoring agency or Key Component must at a minimum provide the site with a memorandum of understanding (MOU) in message format (see paragraph 4) with information copies to Headquarters staff offices, Wing, Group or Center (as applicable). The MOU must document the POC's CONOPS and conditions for delivery and, or acceptance of the system by the site and acquisition agency as follows:

A12.4.1. Specify that the system has no formal or official operational tasking.

A12.4.2. Designate the acquisition or developing agency as sole activity for day-to-day operational and maintenance support requirements.

A12.4.3. Address limited operational and maintenance requirements which will be performed on an "as time permits" basis by site personnel. "As time permits" is defined as having no impact to operational systems performing validated and, or tasked missions.

A12.4.4. Address the acquisition agency's and site's operational acceptance of risks associated with the lack of logistics support (i.e. limited to no spares, documentation, training, etc.).

A12.4.5. Confirm agreement to deactivate or deinstall the system after 180 days or agreed to date; unless the POC has resulted in an official operational tasking and will be scheduled for life cycle support planning according to this supplement, other AF Instructions or NSA Circulars.

A12.5. Message Format. The following format should be used to transmit the MOU agreements:

Figure A12.1. POC Message Format.

FM (UNIT CC)

TO (Acquisition Agency or Sponsoring Agency)

INFO AIA//DO/XP/LG//

(Wing/Group/Center--as applicable)

SUBJ: MEMORANDUM OF UNDERSTANDING (MOU) - (System Name) PROOF OF CONCEPT AGREEMENT

REF: (WING/CENTER'S POC APPROVAL MESSAGE)

1. THIS MESSAGE RECORDS THE AGREEMENTS REACHED BETWEEN THE (Acquisition Agency or Sponsoring Agency) AND THE (Site) RELATING TO THE DEPLOYMENT OF (System's Name) AS A PROOF OF CONCEPT. THE FOLLOWING APPLIES:

A. CONOPS (NO OFFICIAL OPERATIONAL TASKING)

B. DATE INSTALLED:

C. DURATION OF INSTALLATION:

DATE OF DEACTIVATION/DEINSTALLATION:

2. SITE RESPONSIBILITIES: (NOTE: TO BE ACCOMPLISHED ON AN "AS TIME PERMITS" BASIS WITHOUT IMPACTING TASKED SYSTEMS)

A. OPERATORS:

B. MAINTENANCE:

3. ACQUISITION AGENCY RESPONSIBILITIES:

A. SOLE ACTIVITY FOR ALL OPERATIONAL/MAINTENANCE SUPPORT

B. ACCEPTANCE OF RISK ASSOCIATED WITH EXTENDED DOWNTIMES DUE TO LACK OF LOGISTICS SUPPORT

4. OTHER COMMENTS (Provide additional comments, as required, in reference to the overall operation and support of the system)

5. POINT OF CONTACT (Provide name, telephone number, e-mail address of individual preparing message and indicated who has coordinated.)

CHARLES G. CRAWFORD, Colonel, USAF
Director of Logistics